RISK MANAGEMENT INFORMATION-DIVE JUMP REPORTING SYSTEM (RMI-DJRS)
USER GUIDE

RMI-DJRS Functions
Revision Update: 10 December 2018

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RMI-DJRS Functions

1.1 Create Dive Log

Dive Logs can be created by a Dive Unit Manager, Diving Supervisor, Dive Logger or Dive Analyst. Once a dive log has been submitted, the log is routed to the next person responsible in the authorization workflow.

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

- Click Create, Dive Log.

1.1.1 Required Fields to Save

All fields with an asterisk are required to save or route a dive log. Click save at the bottom of the screen when creating a dive log to save your progress and come back later.

1.1.2 Types of Dives

Some fields in further sections of the dive log will automatically display or be removed depending on the type of dive selected. See below for more information on each type of dive and what fields will display when choosing that type of dive, i.e., if Saturation Dive is selected then Saturation Dive Information section will show up with required fields.

- Chamber
- MK16
- MK25
- Saturation Dive
- SCUBA
- SDV/DDS
- Surface Supplied
- Surface Supplied (ORCA)
- Viper
1.1.3 Filling out a Dive Log

STEP 1: General Information

- Dive Log # – This will be generated after the initial save of the dive log.
- Log Stage – Displays the current stage of the log: Creation, Draft, Dive Supervisor Review, and Approved.
- Dive Logger – Person responsible for creating the dive. By default, the person logged in is selected.
- Date of Date – Today’s date is selected automatically but can be changed to the date of the dive.
- Type of Dive – Select the type of dive being recorded. Some fields in further sections of the dive log will change depending on the type of dive selected. If Saturation Dive is selected, then Saturation Dive Information section will show up will required fields.
- Controlling Unit – By default the person logged in is selected. Only Divers assigned to the controlling unit are available for selection.
- Purpose – Select the appropriate purpose for that dive. The options available will be based on the type of dive selected. Chamber options will only display if Chamber Type of Dive is selected.
- Description – Enter description for dive log.
STEP 2: Location Information (Not required for Saturation Dive)
- Platform – Select the Platform used in the dive.
- Location Type – Select the appropriate Location Type. The options available will be based on the type of dive selected e.g. Chamber option will only have the location option “Chamber” if Chamber Type of Dive is selected.
- Geographic Location – Type the name of the geographic location here.

STEP 3: Environmental Information (Not Required for Saturation Dive)
- Altitude – Sea Level is default value. Change to the appropriate altitude by increments of 1000 feet.
- Air Temperature (F) – Enter air temp in Fahrenheit.
- Water Temperature (F) – Enter water temp in Fahrenheit.
- Bottom Type – Select the bottom type from the dropdown.
- Current (KTS) – Enter the current in knots.
- Visibility (FT) – Enter the visibility in feet.
- Contaminated Water – Select the Yes or No radio button. Selecting yes will show additional description fields required in step 4.
**STEP 4:** Contaminated Water (If Yes is selected for contaminated water, fill out the additional description fields)
- Contaminated Water Description – Enter description for contaminated water.
- Contaminated Water Category – Select the category from the dropdown.

**STEP 5:** Dive Team
- Click Add Member to search for individuals to add to the dive log.
- Use the different search categories to search for divers.
- Select the check box next to each member to add and click Close once finished.

---

**Figure 1.1.3.3 Dive Team**

1. Step 5: Click “Add Member” to select Diver(s)
2. Select Divers to Add
3. Step 5.2: Select Divers to be added
4. Step 5.3: Click “Close”
• To remove a dive, click the “X” icon.

Figure 1.1.3.3 Dive Team

**STEP 6: Dive Equipment (Not required for SDV/DDS Dive)**
- Diver Apparatus – Select diver apparatus from dropdown.
- Diver Secondary Apparatus – Select secondary apparatus if applicable.
- Dress – Select type of dress from dropdown.
- Gas Source – Select gas source from dropdown.

Figure 1.1.3.4 Dive Equipment
**STEP 7:** SDV Pilot/Navigator Equipment, SDV Passenger Equipment and DDS Equipment (Only Necessary if SDV/DDS has been selected for Type of Dive)

- These fields will be the same as Dive Equipment section but will only show up if “SDV/DDS” is selected for “Type of Dive” and “SDV Operations, DDS Operations or SDV/DDS Operations” is selected for Purpose.
- Fill out these fields the same as Dive Equipment section.

**STEP 8:** Dive(s) Details

- Click Add Dive to enter New Dive Information

---

**Figure 1.1.3.5 SDV Pilot/Navigator Equipment**

**Figure 1.1.3.5 Dives/Dive Details**
- Dive Information
  - Dive Supervisor – Select the dive supervisor.
  - Decompression Table – Select the decompression table used.
  - Standby Diver – Select the standby diver if yes is selected for “Did the standby diver splash”. Click Add Activities once finished.
  - Did the Standby Splash? – Select yes or no.

**STEP 8.1:** Select appropriate options from down menu.

![Figure 1.1.3.6 New Dive Information](image)

- Dive Activity Details
  - Select divers to add to activity log
STEP 8.3: Completed requested data.

- SI – Calculated when adding Repeat Group
- RNT – Residual Nitrogen Time
- LS – Enter time for left the surface
- LB – Leave bottom
- RS – Enter time for return to surface
- MD – Max Depth
- Repeat Dive
  - To copy dive activity for an individual diver, select the arrow icon for that diver under the Repeat field.
  - To copy an activity, select the copy button next to Dive Activity #1 and fill out the dive activity details.

- Schedule Depth – Enter scheduled depth
- Schedule (min) – Enter scheduled time
- New Repet -Select a letter for the repet group
- Click Next once finished, and then click save.

Figure 1.1.3.7 Dive Activity Details
STEP 9: Dive Comments

- Did a Mishap Occur?
- Enter any comments for dive log.

**Figure 1.1.3.8 Dive Comments**

STEP 10: Saturation Dive Information (Only required if type of dive Saturation is chosen)

- Location Type – Select the Location Type from the dropdown
- Start Date of Dive – Enter the date the dive started
- Start Time of Dive – Enter the time the dive started
- Protocol Number – Enter the protocol number
- Storage Depth FSW – Enter the storage depth
- Minimum Excursion Depth – Enter the minimum excursion depth
- Maximum Excursion Depth – Enter the maximum excursion depth
- Start Date of Decompression – Enter start date of decompression
- Start time of Decompression – Enter start time of decompression
- Date Reached Surface – Enter date the surface was reached
- Time Reached Surface – Enter time the surface was reached
- Purpose – Select the purpose from the dropdown
- Remarks – Enter remarks, if any.

**Figure 1.1.3.9 Saturation Dive**
1.2 Route Dive Log

Once all fields have been completed, the dive log can be routed, going through the approval process.

**STEP 1:** Select all appropriate personnel who took place in the dive or will bill approving the dive log.
- Reviewing Diving Supervisor- Select the Diving Supervisor from the dropdown.
- Master Diver- Select the Master Diver from the dropdown.
- Diving Officer- Select the Diving Officer from the dropdown.

**STEP 2:** Once finished selecting the persons to route the log to, click Route at the bottom of the page to route the log to the Reviewing Diving Supervisor. The dive log will now show the Log Stage as Dive Supervisor Review.
1.2.1 Required fields to Route

The following fields are required to route a dive log:

- All fields with an asterisk
- General
  - Purpose
- Location Information
  - Platform
  - Location Type
- Environmental Information
  - Altitude
  - Air Temperature
  - Water Temperature
  - Bottom Type
  - Current (KTS)
  - Visibility (FT)
- Dive Equipment
  - Diver Apparatus
- Dives
  - Dress
  - Gas Source
- Environmental Information
  - Altitude
  - Air Temperature
  - Water Temperature
  - Bottom Type
  - Current (KTS)
  - Visibility (FT)
- Saturation Dive Info (Only if Saturation Dive is selected)
  - Location Type
  - Storage Depth
- Dives
  - Dive Supervisor
  - Decompression Tables
- Dive Activity
  - LS
  - LB
  - RS
  - MD (999)
  - TBT
  - TDT
  - TTD
  - Schedule (999)
  - Schedule (min)
  - Repeat Group
- Routing
  - Reviewing Diving Supervisor

1.2.2 Mandatory reviewer vs optional reviewer

Reviewing Diving Supervisor is a mandatory field to route the dive log. Master Diver and Diving Officer are both optional fields to route. If either Master Diver or Diving Officer is selected, they will be required to approve the dive log also.
1.2.3 Workflow

Dive Logs process as indicated below:

**STEP 1:** Dive Logger creates a new entry

**STEP 2:** Dive Log generates into “draft” form

**STEP 3:** Dive Logger completes required fields and routes to for Dive Supervisor Review

**STEP 4:** Dive Supervisor review and concurs or returns to Dive Logger

**STEP 5:** If Dive Supervisor concurs, Dive Log is routed to Master Dive for review

**STEP 6:** Master Diver will concur or return dive log to Dive Supervisor

**STEP 7:** If Master Diver concurs, Dive Log is routed to Diving Officer for review

**STEP 8:** Diving Officer will concur or return the Dive Log to Dive Logger, Dive Supervisor, or Master Diver

**STEP 9:** Once Diving Officer concurs; the Dive Log will be “Approved”

**STEP 10:** If an Approved Dive Log is re-opened, the Dive Log will be sent to the Dive Logger for action

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**Figure 1.2.3 Workflow**

**Figure 1.2.3.1 Workflow Tracking**
1.3 Review Dive Log

The Reviewing Diving Supervisor, Master Diver and Diving Officer can approve Dive Logs that have been submitted for them to review.

**STEP 1:** To view a Dive Log awaiting approval, log into RMI-DJRS and click the Dives in Progress tab from the Home screen.

**STEP 2:** Click the action icon on the right to edit/approve a dive log.

**STEP 3:** Review dive details and select Concur or Return to Dive Logger at the bottom of the page.

- A comment must be added if the dive is rejected. If Return to Dive Logger is selected, an email notification will be sent to the Dive Logger and the log is returned to the Dive Logger.
- If Concur is selected, the log will be routed to the next person responsible. If no other persons are selected in the routing section, the log is marked as approved.
- The reviewer can also edit any fields in the dive log and save those changes.

---

**Figure 1.3 Review Dive Log**
1.4 Re-Open Approved Dive Log

The Dive Unit Manager can re-open approved dive logs.

**STEP 1:** To re-open an approved dive log, log into RMI-DJRS and click the Dive History tab from the Home screen.

**STEP 2:** Click the icon on the right to view a dive log.

**STEP 3:** Click Re-open at the bottom of the page. Click “Confirm” when prompted “Are you sure you want to re-open this Dive Log?”.
- When the dive log is re-opened, it is sent back to the Dive Logger.

![Figure 1.4 Re-Open Approved Dive Log](image)

![Figure 1.4.1 Re-Open Approved Dive Log Continued](image)
1.5 Search Dive Log

**STEP 1:** To search dive logs, users can

- Click on “Dives in Progress” or “Dive History”
- Enter Dives by name or dive number in the search box
- Users can export search results retrieved by clicking “excel” and exporting data to filter
- User may also click on the double arrows located on the title bar of the columns to filter results

![Figure 1.5 Search Dive Log](image-url)
1.6 Print Dive Log

### 1.6.1 Print My Dives

To Print “My Dives”:

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

**STEP 2:** Click “My Dives.” Users have several options for printing dives:
- Click “Print” to print Dive Log

### 1.6.2 Filter Dives to Print

To Filter Dives:

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

**STEP 2:** Click “My Dives.” Click on the double arrows located at top of the column to sort data. Users have several options for printing dives:
- Click “PDF” to export log to adobe to save digitally or send as an attachment
- Click “Excel” to export log for easy filtering, sorting and printing capabilities
1.7 Create Jump Manifest

Jump Manifests can be created by the Jump Unit Manager, Jump Recorder or Jump Clerk. The log can then be created/generated before a jump takes place and then submitted to the Parachute Safety Officer (PSO) to accept it after the jump has taken place.

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.
**STEP 2:** Click Create Jump Manifest.

### 1.7.1 Required Fields to Save

All fields with an asterisk are required to save or route a jump manifest. Click save at the bottom of the screen when creating a jump manifest to save your progress and come back later.

### 1.7.2 Planning Type – Jumper Summary vs Lift Planner & Jumper Summary

When creating a Jump Manifest, you will be presented with two options in the general information section; Jumper Summary or Lift Planner & Jumper Summary. Information on how to complete each type is explained in further sections of this guide.

Jumper summary will prompt you to select the “Default Counts” (the number and types of lifts) for the Jump Manifest and does not require a “Mission Planner” to be filled out. This selection will display a brief overview of which jumpers took part in the jump once the jump manifest is completed.

Lift Planner & Jumper Summary will not prompt you to select the “Default Counts” for the Jump Manifest but will prompt you to fill out a more detailed “Mission Planner”. This selection will display a more detailed overview of which jumpers took part in the jump, the type of jump performed, and the information on each lift and pass that happened during the jump once the Jump Manifest is completed. Refer to figures 3.7.3.6, 3.7.3.7, 3.7.3.8, 3.7.3.9, and 3.7.9.10 for an example.
1.7.3 Filling out a Jump Manifest

**STEP 1: General Information**

- **Manifest #** – The manifest number will be generated after the initial save of the dive log.
- **Log Stage** – Displays the current stage of the manifest. This shows as Creation during initial creation of the Manifest.
- **Jump Logger** – Select the person responsible for creating the jump manifest.
- **Controlling Unit** – By default the persons unit who is logged in is selected.
- **Operation Type** – Select the appropriate Operation Type. Depending on which operation type is selected will display different required fields in the jump manifest as described in further steps.
  - Personnel Only: Cargo will be lined through and data will not be requested for cargo.
  - Cargo and Personnel: Cargo and Personnel data will be requested.
  - Cargo Only: Unit Jumpers will be lined through and data will not be requested for jumpers.
- **Operation Type Details** – Only shows if Personnel or Cargo and Personnel is selected for Operation Type.
- **Date of Jump** – Today’s date is selected automatically but can be changed to the date of the jump.
- **Planned Time on Target** – Enter Time on Target in military time.
- **Planning Type** – Select the Planning Type from the dropdown. This determines if completing a detailed lift planner or just the jumper summary. Depending on which planning type is selected will display different required fields in the jump manifest as described in further steps.
- **# Lifts Planned for Operation** – Type the number of lifts planned. This number must match data in mission planner.
- **Drop Zone** – Type the Drop Zone-the physical location
- **Drop Zone Elevation** – Type the Drop Zone Elevation
- **Personnel Drop Altitude** – Type the altitude at which personnel will be dropped
- **Confirm Personnel Drop Altitude** – Select the appropriate radio button
- **Cargo Drop Altitude** – Type the altitude at which cargo will be dropped
- **Aircraft** – Select the aircraft from the dropdown
- **Primary Personnel Parachute/System** – Select the appropriate parachute from the dropdown
- **Primary Cargo Parachute** – Select the appropriate parachute from the dropdown
- **Remarks** – Enter remarks here, if any.
- **Jump has been cancelled?** – Select the appropriate radio button
STEP 1.1: Complete requested data.

STEP 1.2: Jump Cancelled (Only necessary if “yes” has been selected for “Jump has been cancelled?”)
- If yes was selected for the jump was cancelled, select the reason from the dropdown. The person cancelling the jump manifest will be selected automatically in the Cancelled By field and cannot be changed.

STEP 1.4: Default Counts (Only necessary if Jumper Summary is selected for Planning Type.)
- Default Counts must equal the number of lifts planned for operation.
- Slick + Equip must equal the number of lifts planned
- Day-Water + Day-Land + Night-Water + Night-Land must equal the number of Lifts Planned

**Figure 1.7.4 Default Counts**

**STEP 2:** Key Personnel - Select the appropriate persons from each of the dropdowns.

**Figure 1.7.3.1 Key Personnel**

**STEP 3:** Unit Jumpers (Only necessary if Operation Type “Personnel Only” or “Cargo and Personnel” has been selected.)
• Click “Add Jumpers” to add unit jumpers who will be participating in the jump.
• Click “Add Straphangers” to add jumpers from other units.
  - “Add Straphangers” will first take user to a search screen.
  - Once search fields are completed, click “Search” button.
  - A screen resembling “Add Jumpers” will appear. Select Jumpers and click “Close.”
**STEP 3.6:** If “Add Straphangers” is selected, complete search fields to locate jumpers from other units. Once search is complete, user will be able to select jumpers as seen in Figure 3.7.3.3 Add Jumpers.

![Add Jumpers](image)

**STEP 3.2:** Place check mark in boxes next to Jumpers to add.

**STEP 3.3:** Click “Close” when jumpers have been selected.

**STEP 3.7:** Click “Search”.

![Add Straphangers](image)

**STEP 3.7:** Click “Search”.

![Add Straphangers](image)
STEP 4: Cargo (Only necessary if Operation Type “Cargo” or “Cargo and Personnel” has been selected.)

- Click Add Cargo to add cargo
  - Cargo Load Type – Select the cargo load type from the dropdown
  - Cargo Size Load – Select the cargo size load from the dropdown
  - Cargo Load Weight – Type the weight of the cargo load
  - Total Count – Enter the total count
  - Remarks – Enter remarks if any

- Click Save. Additional cargo can be added to the manifest by clicking Add Cargo again.
- If Jumper Summary is selected as the Planning Type, then Lift, Pass, Primary Cargo Parachute, Cargo Extraction Parachute and Cargo Parachute Quantity will also need to be filled out to save the cargo.

Figure 1.7.3.5 Add Cargo
**STEP 4.2:** Make appropriate selections from drop menus and complete requested data.

### New Cargo

<table>
<thead>
<tr>
<th>Lift</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargo Load Type</td>
<td>Select a Cargo Load Type</td>
</tr>
<tr>
<td>Cargo Size Load</td>
<td>Select a Cargo Size Load Detail</td>
</tr>
<tr>
<td>Primary Cargo Parachute</td>
<td>Select a Primary Cargo Parachute</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cargo Parachute Quantity</th>
<th>Cargo Load Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max 4 digits</td>
<td>Max 6 digits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Count</th>
<th>Drop Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Remarks**
Enter Remarks (maximum 255 characters)

**STEP 4.3:** Click “Save”

Figure 1.7.3.6 Add Cargo Details
STEP 5: Mission Planner (Only necessary if “Lift Planner & Jumper Summary” is selected for “Planning Type”)

- The number of lifts planned will be listed on the Mission Planner screen. This will reflect the number of lifts entered in the General Information section. Each lift can be modified or deleted if necessary.

STEP 5.1: First click an activity tab to add a pass for each lift.

STEP 5.2: Then click “Add Pass for Lift #1” to add the first pass. Most of the fields should already be filled out based on the selections made in General Information section. Edit any fields missing information or needing to be changed.

STEP 5.3: Complete Pass details.

STEP 5.4-5.8: Click “Select Jumpers for Pass” or “Select Cargo for Pass” to add jumpers or cargo for that pass.

STEP 5.7: Click save once finished.

- The information saved for that pass will be displayed below.
- Continue to fill out each Activities tab until each is filled out.

Figure 1.7.3.6 Mission Planner
**THIS IS OPTIONAL** To “Add Lift”: Click “Add Lift” on Mission Planner screen.
- Complete required fields
- Click “Save” to continue

This screen displays once “Add Lift” is clicked

---

**STEP 5.2:** Click “Add Pass to Lift”

**STEP 5.3:** Complete Pass details

**STEP 5.4:** Click “Select Jumpers for Pass” & “Add Cargo”
Follow these steps when “Select Jumpers for Pass” is clicked:

**STEP 5.5:** Select Jumpers to be added

**STEP 5.6:** Click “Close”

### Figure 1.7.3.9 Select Jumpers for Pass

![Select Jumpers for Lift #1 Pass #1]

Follow these steps when “Select Cargo for Pass” is clicked:

**STEP 5.7:** Select Cargo to be added (Options for Cargo will have been added in Step 4)

**STEP 5.8:** Click “Close”

### Figure 1.7.3.10 Select Jumpers for Lift

![Select Cargos for Lift #1 Pass #1]
STEP 5.9: Click “Save.” Once jumpers and cargo have been added, screen from Figure 3.7.3.8 will display.

STEP 6: Generate
- Once finished entering all information click “Continue to Generate” at the bottom of the page. This will create the Jump Manifest and the log stage will now show the status of Generation.
- Before the jump operation click Submit at the bottom of the page. This will place the manifest in Review stage.
1.8 Route Jump Manifest

**STEP 1:** After the jump operation, the manifest can be edited to reflect any changes in the operation. If there were any changes in the operation, make the changes now to the manifest.

**STEP 2:** Did a Malfunction or Incident Occur field will also appear on the General Information section. Select yes or no.
- If yes is selected for Did a Malfunction or Incident Occur? fill out the additional fields.

**STEP 3:** Once finished editing the manifest post-ops, click Submit to submit the manifest to the PSO for final review.

1.8.1 Required fields to Route

The following fields are required to route a jump manifest:

- All fields with an asterisk
- **General**
  - Planned Time on Target
  - Drop Zone
  - Drop Zone Elevation
  - Personnel Drop Altitude
  - Cargo Drop Altitude
  - Aircraft
  - Primary Personnel Parachute/System
  - Reserve Personnel Parachute
- **Default Counts**
  - Slick
  - Equip
  - Oxygen
  - Video
  - Day – Water
  - Day – Land
  - Night – Water
  - Night – Land
  - Tandem /w Passenger
  - Tandem w/Equipment (TORDS)
  - Tandem w/ Passenger & CE
- **Review**
  - Did a Malfunction or Incident Occur?
- **Key Personnel**
  - Parachute Safety Officer
  - Primary Jump Master
  - Assistant Jump Master
  - Joint Airdrop Inspector
  - Malfunction Officer
  - Drop Zone Safety Officer
1.8.2 Workflow

Jump Manifests process as indicated below:

**STEP 1**: Jumper creates a new entry

**STEP 2**: Jumper generates into “draft” form

**STEP 3**: Jumper completes required fields and routes for Review

**STEP 4**: Reviewer will review and concurs or returns to Jumper

**STEP 5**: If Reviewer concurs, Jump Manifest is routed to Final Reviewer

**STEP 6**: Final Reviewer will concur or return Jump Manifest to Jumper

**STEP 7**: If Final Reviewer concurs, Jump Manifest is “Approved”

**STEP 10**: If an Approved Jump Manifest is re-opened, the Jump Manifest will be sent to the Jumper for action

---

![Figure 1.8.2 Workflow-Jump](image-url)

**Figure 1.8.2 Workflow-Jump**

![Workflow Tracking Table](image-url)

**Figure 1.8.2.1 Workflow-Jump**
1.9 Review Jump Manifest

The Parachute Safety Officer can approve Jump Manifests that have been submitted for them to review.

STEP 1: To view a Jump Manifest awaiting approval, log into RMI-DJRS and click the Jumps in Progress tab from the Home screen.

STEP 2: Click the pencil edit icon on the left to edit/approve a dive log.

STEP 3: Review jump details and select “Accept” or “Reject” at the bottom of the page.
- If Reject is selected, an email notification will be sent to the Jump Logger and the log is returned to the Jump Logger.
- If Accept is selected, the manifest is marked as approved.
- The reviewer can also edit any fields in the jump manifest and save those changes.

Figure 1.9 Review Jump Manifest
1.10 Re-Open Approved Jump Manifest

The Jump Unit Manager can re-open approved jump manifests.

**STEP 1:** To re-open an approved jump manifest, log into RMI-DJRS and click the Jump History tab from the Home screen.

**STEP 2:** Click the icon on the right to view a jump manifest.

**STEP 3:** Click Re-Open at the bottom of the page. Click Yes when prompted “Are you sure you want to re-open this Jump Manifest?”

- When the jump manifest is re-opened, it is sent back to the Jump Logger.

Workflow Tracking displays actions taken on jumps.
1.11 Search Jump Manifest

**STEP 1:** To search jump manifests, users can
- Click on “Jumps in Progress” or “Jump History”
- Enter Jumpers by name or Jump number in the search box
- Users can filter search results retrieved by clicking “excel” and exporting data to filter

![DJRS Homepage](image-url)

**Figure 1.11 Search Jump Manifest**
1.12 Print Jump Manifest

**STEP 1:** Search and select Jump Manifest as displayed in Figure 1.11.

![DJRS HOMEPAGE](image)

**Step 1:** Select Jump Manifest to print

**Step 2:** Click “Print” to print Jump Manifest

1.12.1 Print My Jumps

To Print “My Jumps”:

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.
**STEP 2:** Click “My Jumps.” Users have several options for printing jumps:
- Click “Print” to print Jump Manifest

1.12.2 Filter Jumps to Print

To Filter Jumps:

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.
**STEP 2:** Click “My Jumps.”
**STEP 3:** Click on the double arrows located at top of the column to sort data.
Users have several options for printing jumps:
- Click “PDF” to export log to adobe to save digitally or send as an attachment
- Click “Excel” to export log for easy filtering, sorting and printing capabilities
1.13 Reports

The reports feature in DJRS allows users to access specific data quickly to view, save, filter and print. It is important to note that each report type requires different data field entries to aide in generating a useful product. For example, narrowing results by apparatus type, specified date range, currency expirations etc. The following are reports available to run in DJRS:

1.13.1 DIVE Reports

- **Annual Dive Report** - Lists the top ten (10) diving commands/UICs that have the most dives entered for the time specified.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Command Dive History** - Lists report for dive activities.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Dive Analysis Report** - Lists report of dive logs to show number of dives per dive log grouped by apparatus used.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Dive Currency Report** - Lists report of last six (6) dives by diver.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Dive Log - All DoD** - Shows dive log data for all DoD diving units.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Dive Report** - Listing of all command dives for a specified time frame.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager

- **Dives by Apparatus/All Apparatuses** - Lists all dives for all apparatuses by branch of service and date range based on data provided.
  - Can be run by:
    - DJRS Manager
    - Dive Analyst
    - Dive Unit Manager
• Dives Supervised- Number of dives supervised by employee EDIPI number (DJRS ID#).
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
• ID Card/Wallet ID- Printout of the employee’s DoD ID number.
  o Can be run by:
    ▪ Any employee
• NECC Force Diving Report- Grouped report for Force Statistics, Unit Dive Statistics, and Unit Details.
  o Can be run by:
    ▪ Master Diver
    ▪ Diving Officer
• Number of Dives/Apparatus by Depth- Number of dives by apparatus by branch of service.
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
• Number of Dives/Apparatus by Month- Number of dives by apparatus by month.
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
• Number of Dives/UIC by Month- Number of dives by UIC for each month.
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
• Personal Dive History- Dive history for legacy personnel, must query by dates and SSN.
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Unit Manager
• Print Dive Log- List of activities per “Logged in User.”
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
• Total Bottom Time (TBT) & Dives by Command- Lists TBT and number of dives by command.
  o Can be run by:
    ▪ DJRS Manager
    ▪ Dive Analyst
    ▪ Dive Unit Manager
1.13.2 Running a Dive Report

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

**STEP 2:** Under “Dive Reports” locate the report desired to be generated and click the title. For example, click “Dives Supervised” or “Command Dive History.”

**STEP 3:** DJRS Dive Report page will display and prompt for data to be entered based on report selected. Enter requested data then click “HTML Report” or “PDF Report.” Note: HTML is best for viewing and filtering on the web page. Select PDF if you wish to print or save the report.

Figure 1.13.2 Dive Report
Step 3: Enter requested data and select report format.

Figure 1.13.2.1 Dive Report

Step 4-Saving/Printing Dive Report: After selecting “PDF Report,” click the action icon for save and/or print.

Figure 1.13.2.2 Print/Save Dive Report
1.13.3 Jump Report

- **Cargo Drop - Full Details**: List report of all Cargo drops completed by a UIC.
- **Cargo Drop - Summary**: Matrix to provide the counts of the cargo drops entered.
- **ID Card/Wallet ID**: Printout of the employee’s DoD ID number. Can be run by: Any employee.
- **Joint Airdrop Summary**: Matrix report that shows the number of individual jump activities performed for each parachute type and aircraft combination. List is filtered to Navy/Marine Corps jumpers.
- **Jump Currency**: View of currency types and listing of employees in the selected UIC. This report is filtered to show who will expire within the selected timeframe (30, 60, 90, 120, 180 days).
- **Jump History - Detail**: List report of manifest level details.
- **Jump History - Summary**: Matrix provides the counts of a Jump Manifest executed.
- **Personal Jump Log**: Jump history for legacy personnel, must query by dates and SSN.

1.13.4 Running Jump Report

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

**STEP 2:** Under “Jump Reports” locate the report desired to be generated and click the title. For example, click “Jump History - Detail” or “Jump Currency.”

**STEP 3:** DJRS Jump Report page will display and prompt for data to be entered based on report selected. Enter requested data then click “HTML Report” or “PDF Report.” Note: HTML is best for viewing and filtering on the web page. Select PDF if you wish to print or save the report.
Step 3: Enter requested data and select report format

Step 4: Click the action icon for the action to print or save
1.14 Print DJRS ID/Wallet ID

**STEP 1:** From the RMI homepage, click on DIVE AND JUMP LOG in the left-hand menu.

**STEP 2:** Under “Dive Reports” or “Jump Reports” click “ID Card/Wallet ID.”

**STEP 3:** ID Card/Wallet ID page will display. Select “HTML Report” or “PDF Report.” Note: HTML is best for viewing and filtering on the web page. Select PDF if you wish to print or save the report.

**STEP 4:** Follow steps in Figure 3.13 to print or save ID Card/Wallet ID.

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**Figure 1.14 ID Card/Wallet ID**

Step 3: Select “HTML Report” or “PDF Report”